



INTERNAL UNION POSTING ONLY

DATE POSTED: 3/18/2015, 8:00 a.m.
DEADLINE FOR APPLYING: 3/20/2015, 5:00 p.m.

FRANKLIN COUNTY CHILD SUPPORT ENFORCEMENT AGENCY
80 E. Fulton Street
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Support Officer 1 **PCN:** 084102
(Bargaining Unit)

DEPARTMENT: Establishment **P.R.:** T9

REPORTS TO: Valerie Dillon, Supervisor

WORKING HOURS: 8:00 a.m. - 5:00 p.m.

LUNCH HOUR: As Assigned

RESPONSIBILITIES: Reviews and interprets judicial and administrative orders, case narratives and other documents. Reviews and monitors cases for legal appropriateness. Prepares files and documentation when appropriate. Researches, reviews, and/or investigates multiple sources for correct information and verification through various statewide, countywide, and federally linked computer databases. Corresponds in writing with clients and other individuals to obtain necessary information. Interviews and meets with clients and other individuals to obtain information necessary for the execution of assigned duties. Attempts various location techniques to obtain service of necessary parties. Maintains records and tracks required information.

Provides general and specific information and responds to clients, the general public, other involved agencies and attorneys, via telephone, written letters, electronic mail and face-to-face discussions. Assists in covering caseloads for unit by performing casework, assisting walk-ins, and taking telephone calls.

MINIMUM QUALIFICATIONS: Bachelor's degree with coursework emphasis in business administration with six months of social work experience; or any equivalent combination of training and experience.

STARTING SALARY: \$16.61/hour, plus a comprehensive benefits package.

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply on-line.

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